



Request for Quotation (RFQ)

**BIDS MUST BE HAND DELIVERED TO TEXAS A&M UNIVERSITY-TEXARKANA BOOTH AT SPOT BID FAIR.
Faxed or mailed bids will not be considered for award**

Company Name: _____
Attention: _____
Address: _____
City, State, Zip: _____
Phone: _____

Solicitation No.: **764-16-206310-0090**
Due Date and Time: **May 10, 2016 @ 3:00 PM**
TIN #: _____
Signature: _____
Email: _____

Instructions

- Any purchase resulting from this response shall be subject to the attached Terms and Conditions.
- Unless otherwise stated, shipping is considered to be FOB Destination, Freight Pre-paid, and Allowed.
- Responses shall be submitted on this form, and must be manually signed.
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Agency Name: Texas A&M University-Texarkana (A&M-Texarkana)
Attention: Cynthia E. Henderson
Physical Address: 7101 University Avenue
City, State, Zip: Texarkana, TX 75503

Item	Description	Class/Item 645-00/ 207-72 / 615-09	Qty	Unit of Measure	Unit Price	Extension
1	Copy Paper, White, Premium, 8.5 x 11, 20 lb., 88 or 92 brightness or above		10	cases		
2	HP Laserjet 4250tn Toner, Black (42X Q5942X) *May quote 2 Single Cartridges OR 1 Dual Pack**		2	each		
3	Interior File Folders, 8.5 x 11, Manila, 1/3 tab cut, 11 pt, Asst position tab, 100/bx **Recycle Acceptable**		8	boxes		
	ALL FREIGHT CHARGES MUST BE INCLUDED WITH BID PRICING SUBMITTED					
	Proposals <u>must be submitted in person</u> at the Senator West "Doing Business Texas Style Spot Bid Fair" in Irving Texas May 9-10, 2016.					
					TOTAL: \$	

For Further Information Contact: **Cynthia E. Henderson** Phone No.: **903-223-3053**

(Purchaser Name)

DELIVERY IN _____ CALENDAR DAYS (ARO), CASH DISCOUNT _____ % _____ DAYS.

The period of acceptance of this response is 30 calendar days.